



Week 2 – E-Mail Homework Assignment

Congratulations on setting up your e-mail account! Please complete the following assignment and be sure to spend time getting to know your e-mail system prior to taking the Advanced E-Mail class.

To access your e-mail account from one of the library's public access computers:

1. Sign in to use the computer with your name/library card number;
2. Click on the Start menu and select/open Internet Explorer;
3. On the Library's Quick Links menu, click on E-Mail;
4. Select your mail provider, if listed. If your provider is not listed (we do not include for-fee e-mail providers like Verizon, etc.), please ask library staff for assistance;
5. Log in to your e-mail with your username (i.e., jane.doe@gmail.com) and your password.

To access your e-mail account from your home computer or someone else's computer:

1. Make sure you're connected to the Internet (Comcast, Verizon, AOL dialup, etc.);
2. Open Internet Explorer;
3. Type in the e-mail provider's URL (i.e., mail.google.com) in the URL address bar and hit Enter key;
4. Log in to your e-mail with your username (i.e., jane.doe@gmail.com) and your password.

Once you log in to your e-mail account, you'll want to navigate to your **inbox**. Make sure to click on the **Help** link on the top right of the page to learn more about your e-mail provider. Also go in to **Settings** and update/change your Signature.

Your assignment is to send your classmates (and CC me – Alison.pruntel@fauquiercounty.gov) e-mail. Remember to use the tips I gave you (don't use all capital letters, use proper grammar and punctuation, etc.). Then you should respond to any e-mail you receive from them.

Send E-mail:

1. Click on the Compose E-Mail link on the top left of your inbox screen

2. Fill out the fields of the E-Mail form:
 - a. In the **To:** section, type in the e-mail address (i.e., john.doe@gmail.com);
 - b. Click on the **"Add CC"** link below the To: section and put my e-mail address (Alison.pruntel@faulquiercounty.gov);
 - c. In the **Subject:** section, type some words that will accurately describe the contents of the e-mail (i.e. "Homework for class");
 - d. In the body of the e-mail, above your signature (which should show up automatically if you set that up), describe your likes/dislikes of the computer classes at the library. That will help me as I update the curriculum for these courses.
3. When you've completed your e-mail, hit the **Send** button. If you don't want to send right away, click the **Save Now** or **Save as Draft** button/link. When you need to go back and edit the mail or send it, it will be located under **Drafts** versus Inbox. You can click/open it up and then send.

Reply to an E-Mail:

1. Click on an e-mail in your inbox to open the mail;
2. After reading the e-mail, click on the Reply button/link. If there is an arrow pointing down next to the word Reply, you can click and see options. If more than one person received the e-mail, you can **"reply to all"** and respond back to everyone that received that e-mail. You can do other things, too, like add the sender to your contact list, etc. Read the Help section for tips.

Get to Know Your E-Mail Before the Advanced Class:

- **AOL Mail** account holders -
<http://o.aolcdn.com/cdn.webmail.aol.com/mailtour/aol/en-us/index.html>
- **Yahoo! Mail** account holders –
http://help.yahoo.com/tutorials/cg/mail/cg_basics1.html
- **Google Mail/Gmail** account holders –
<http://mail.google.com/support/?ctx=gmail&hl=en&labs=1>